

E-mail, Calendaring, and Scheduling Working Group

Meeting Notes
16 November 1999

Participants

Scott Evers, Labor
Dale Fangmeier, IMS-DCS
Robert Gower, NRC
Ken Huber, NRC
Jon Ogden, Roads
Steve Schafer, CIO
Rick Becker, CIO

Topic: E-mail

The group discussed the current e-mail standards; identified what was working well; identified problems; established draft goals and next steps.

Works Well

- Address book/directory is Web enabled
- Agencies can choose an e-mail system that matches needs and preserves agency investment

Problems

- Cost of Softswitch
 - License fee
 - Staff support (2 FTE)
 - Coordination with agencies
- Some agencies not participating in central directory
- Training deficiencies
- Lack of documentation on how to participate in central directory
- Address books not available to POP3 users
- Incompatibility of formatting among e-mail systems
 - It was noted that this may also be a problem for users of the same e-mail application
- Division of Communications' INET address book is not part of the central directory
- Some agencies do not maintain an address book
- OV does not conveniently handle attachments
- IBM has indicated that support for OV will not continue in the future

Goal

- Establish a comprehensive central directory

Next Steps

1. Document procedures for agencies to participate in central directory	IMServices
2. Determine how IMAP4 accounts can be included in Softswitch	IMServices will work with DOC and NRC
3. Contact non-participating agencies	
4. Reaffirm the four e-mail standards	
5. Investigate sunseting of OV and OV/400 <ul style="list-style-type: none">- Cost of Softswitch- Attachments- Mandate or direction?- Timing	
6. Establish users group/collaboration group for agency e-mail managers (postmasters) to meet 2-3 times per year	Ogden to prepare charter
7. Investigate how to provide low cost e-mail to small agencies <ul style="list-style-type: none">- Free Web-based e-mail (security is an issue)- NRC possibly providing free/low cost e-mail accounts	
8. Explore adding links and access to address books for federal agencies and political subdivisions	

Next Meeting

Focus on calendaring and scheduling.